



CALIFORNIA ARTS COUNCIL

STATE-LOCAL PARTNERSHIP PROGRAM 2011-2012 Guidelines & Application Instructions

DEADLINE: May 03, 2011



California Arts Council

Governor of California

Jerry Brown

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Web: www.cac.ca.gov

Office Hours

8:00 a.m. - 5:00 p.m.

Monday through Friday

Purpose: The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; to provide for exhibition of artworks in public buildings throughout California; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

The Council: The appointed Council of the CAC consists of 11 members who serve four-year staggered terms. The Governor appoints nine members, the assembly Speaker appoints one member, and the Senate President pro Tempore appoints one member. Council members serve without salary, elect their own chair, and meet throughout the state to encourage public attendance. This body sets policy and has final approval of CAC grants.

Mission: To advance California through the arts and creativity.

Funding: The CAC is a state agency, funded from the state's annual budget process and proceeds from the California Arts License Plate, supplemented by funds from the National Endowment for the Arts. Its grants are usually matched by foundations, individuals, earned income, government agencies, or other organizations.



Information Access: Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Observers may attend but may not comment on, participate in, or in any way interfere with council meetings. Go to the CAC Website for meeting dates and locations at www.cac.ca.gov

Grants Panels: Applications are evaluated by panels of experts, recognized in their respective fields, who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The Council reviews panel recommendations before making final funding decisions.

Appeal Process: Appeals to CAC funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are heard only on the following grounds:

1. Panel's assessment based on a misstatement of factual information as contained in the application such that it negatively influenced the panel's recommendation; and/or
2. Incorrect processing of the required application material such that it negatively influenced the panel's assessment of the applicant's request for funding.

Note: Dissatisfaction with award denial or with award amount is not grounds for appeal.

Requirements: The CAC is mandated both by federal and state regulations to fund only organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code (Fiscal Receivers are eligible in some programs), or under sec. 23701d of the California Revenue and Taxations Code, or entities that are a unit of government; and that comply with the Civil Rights Acts of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the Americans With Disabilities Act of 1990 ("ADA"); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Ownership, Copyrights, Royalties, Credit: The CAC does not claim ownership, copyrights, royalties, or other claim to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such material for official, noncommercial purpose, including but not limited to use on the CAC website and print materials. In addition, the CAC requires documentation of grants activity and appropriate credit for CAC partial support.

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**APPLICATION MUST BE SUBMITTED
ELECTRONICALLY
BY 11:59 PM ON THE DEADLINE DATE**

STAFF

**Chief of Grant Programs
Josie S. Talamantez**

**Arts Program Specialists
Rob Lautz 916/324-6617 rlautz@cac.ca.gov**

PURPOSE

The purpose of the State-Local Partnership Program (SLPP) is to foster cultural development on the local level through a partnership between the State and the counties of California. The Partnership is established between the California Arts Council (CAC) and the State's local arts agencies. The nature of this partnership includes funding, information exchange, cooperative activities, and leadership to stimulate and enable individuals, organizations, and communities to create, present, and preserve the arts of all cultures to enrich the quality of life for all Californians.

A local arts agency is defined as a nonprofit organization, or an agency of city or county government, officially designated to provide financial support, services, or other programs to a variety of arts organizations, individual artists, and the community as a whole.

GOALS

- To increase public awareness and participation in the arts of all cultures.
- To broaden public and private support for the arts.
- To serve the diverse cultural needs of California's local communities.
- To encourage and promote arts in education.
- To foster local and regional partnership and collaboration.

GRANTS

The State-Local Partnership Program provides grant opportunities for general operating support and technical assistance for county-designated local arts agencies.

FUNDING

This application is for funding for fiscal year 2011-2012, October 1, 2011 – September 30, 2012. Depending on the ranking your application receives from the peer review panel, either a full application or a summary report will be required for 2012-2013 funding. The recommended request amount is \$15,000.

MATCHING REQUIREMENTS

Matching funds, at a level of 1:1, are mandatory. The required match may be from any public or private source. In some instances, in-kind donated services for which a market value can be determined may be used for up to 50% of the required match. **Contact SLPP staff to determine eligibility before including in-kind as part of the required match.**

ELIGIBILITY

Applicants must:

- Be a current grantee through the State-Local Partnership Program.
- Be designated by resolution of their county board of supervisors to serve as the local partner.
- Meet the legal eligibility requirements of all California Arts Council program(s) grantees listed under Requirements on page ii.
- Provide a public office staffed by, at the minimum, a part-time director/professional administrator to be accessible during normal business hours.

New Partners: County Arts Councils not currently funded through the State-Local Partnership Program are eligible for funding through the SLPP Development Program. Please contact CAC staff regarding the SLPP Development Application and funding process.

Regional Partnerships: Regional partnerships that serve multiple counties may be eligible to apply. Funding is prorated based on the number of counties in the partnership. Regional partnerships may include a legal merger of two or more partner agencies or a consortium of applicants. Regional partner applicants must give evidence of service and program equity to all participating counties.

Cities: Currently two cities, Los Angeles and San Diego, due to their population size, participate in the State-Local Partnership Program. Additional cities are not eligible to apply. New applicants must serve a county or a partnership of counties.

EVALUATION PROCESS

Applications are evaluated through the peer review panel process. The panel makes recommendations to the Arts Council based upon the review criteria. The Council makes all final granting decisions. Funding is contingent upon the Governor's budget. The panel meeting is open to the public and will be held at the offices of the California Arts Council in Sacramento.

REVIEW CRITERIA

1. Local Arts Networking and Facilitation

- Serve as a resource in the development of local cultural activities.
- Act as link between individuals, organizations, businesses, and government.
- Impact public policy towards community arts and cultural development.
- Provide technical assistance.

2. Accessibility

- Promote and foster the artistic and cultural diversity of the community.
- Ensure access in the development and participation of programs and activities for:
 - All cultural and geographic communities.
 - Community members of all income levels.
 - People with disabilities.

3. Managerial and Fiscal Competence

- A diversity of income from both public and private sources.
- Adequate staffing of arts professionals appropriately compensated.
- Opportunities for staff development.
- Board of Directors representative of community and diverse in its professional skills.
- Established and effective decision making process.
- Ongoing strategic and cultural planning.

GRANTEE RESPONSIBILITIES

Funding for general operating support is awarded as a contract for services between the local partner and the California Arts Council. Local partners must:

- Attend CAC gatherings.
- Host meetings for the CAC as needed, without charge, when sufficient notice has been given.
- Participate, where feasible, in cooperative information gathering and programming when deemed to be mutually beneficial by both the CAC and the County Partner.

CAC GRANTS CANNOT FUND

- Out-of-state travel or activities
- For-profit organizations
- Programs inaccessible to the public
- Ongoing programs or expenses of elementary or secondary school districts
- Projects that are part of the curricula of colleges or universities
- Capital expenditures, such as equipment purchases or building improvements
- Hospitality or food costs
- Trusts or endowment funds
- Projects with religious or sectarian purposes
- Expenses incurred before contract starting date
- Supplanting of salaries or expenses already supported by local government spending

OTHER RESOURCES FOR LOCAL ARTS AGENCIES

Americans for the Arts

1000 Vermont Avenue, N.W. 6th Floor
Washington, DC 20005
(202) 371-2830
Fax: (202) 371-0424
Web: www.artsusa.org

Americans for the Arts (AFTA) is a national organization for organizations and individuals in the United States committed to the arts and culture. AFTA supports the arts and culture through private and public resource development, leadership development, public policy development, information services, public awareness and education.

Membership to AFTA gives access to a wide range of services and publications. Local arts agencies are encouraged to call Americans for the Arts to explore this important link to arts on the national level. **The 2011 Americans for the Arts Annual Convention will be held in San Diego, June 16-18.**

APPLICATION INSTRUCTIONS

Please read the application and guidelines carefully. These guidelines provide additional information for most of the application. If you have further questions contact CAC staff. Due to limited staff and time, SLPP staff cannot follow up with applicants on the completeness of their submissions. Applications are forwarded to the SLPP review panel as they are submitted to the CAC.

Organization Information

Complete as applicable for your organization.

Organization and Community

B. Organization Description

- (b) Organizations that are city or county commissions should explain their government structure.
- (d) Significant changes may include changes in staff, programs, activities etc.

C. Community Description

- (a) Include geographic and demographic characteristics that impact your ability to serve the community.
- (b) Factors that impact the economic base may include per capita income, population growth, the economic health of county government, accessibility to corporate and foundation funders, and/or the viability of the business community.
- (c) Cultural resources include arts and cultural organizations, institutions, venues, etc.

D. Relationship to Community

- (b) Service to the community as a resource and a link includes planning, coordinating, implementing, and disseminating information about local cultural activities.
- (c) Describe how programs are made accessible to all, and promote and foster the diversity of cultural expression.

E. Cultural Diversity & Strategic Planning

For each of the required attachments your organization does not have, briefly explain your policies and/or procedures and timeline for developing them.

Programs

1 – 8 Current Programs

Briefly describe current programs, summarizing overall programs' emphasis.

New Programs, Services, or Activities

Complete as applicable for your organization. If no new programs, services, or activities are planned, indicate so in the space provided.

Regranting

Applicants with regranting programs must include this page. Attach to the application all regranting program guidelines/applications and a list of current grantees.

Arts in Education

Applicants with Arts Education programs must include this section. Definitions:

- Residency Artist – an artist teaching in a school, institution, or community setting regardless of the number of hours spent.
- Participants – the population served. Can be K-12, adult learners, students with disabilities, etc.

CCSESA The California County Superintendents Educational Services Association (CCSESA) provides the organizational mechanism for the 58 [County Superintendents of Schools](#) to design and implement statewide programs to identify and promote quality cost-effective educational practices and services, and provide support to

school districts in the areas of student services, curriculum and instructional services, fiscal accountability and business services, and technology and telecommunications. <http://www.ccsesa.org/index/home.cfm>

California County Superintendents Educational Services Association (CCSESA)
1121 L Street, Suite 510
Sacramento, CA 95814
Tel: (916) 446-3095
Fax: (916) 448-7801
ccsesa@ccsesa.org

Staff & Board

Board List

List the board members or commissioners, including the cities in which they live, professional and/or vocational affiliations, and year service began.

Advisory Board(s)

List any advisory boards providing type of board, list of board or community member, cities in which they live, professional and/or vocational affiliations, and year service began.

Staff List

List key staff members, job titles, major responsibilities, and the average number of hours worked per week, and a brief biography. (Do not include full resumes.)

Executive Director Compensation

Briefly describe the compensation and benefits package of the Executive Director.

Budgets

Organization Budget

California Cultural Data Project

The California Arts Council requires all applicants to fill out a profile through the California Cultural Data Project and submit a funder report along with your application. To complete this part of your submission go to the California Cultural Data Project website: <http://www.caculturaldata.org/about.aspx>

Organization Budget Summary

Briefly summarize your current and projected fiscal years. Explain any significant changes (10% or more) overall or in specific line items. Specify sources of in-kind.

Grant Request Summary

Briefly describe how funding will be used.

Grant Request Budget: Complete line items that would be funded by the grant. Indicate rates of pay (hourly, monthly, annual etc.) for personnel. Where applicable, indicate rates for operating expenses. Use the CAC/SLPP Grant and Applicant Match columns to show funding amounts. Applicant match is 1:1. Use Section C to indicate source(s) of the matching funds. Recommended request amount is \$15,000.

Application Attachments

The following attachments are to be uploaded as part of the application. They can be in the form of pdfs, Word documents, etc. (acceptable form types are listed in the application.)

Local Government Resolutions: County applicants must obtain a resolution from the local government body that designates the organization as the county's partner in the State-Local Partnership Program and approves and authorizes the agency to submit the proposal and to execute the grant contract if awarded.

California Cultural Data Project / State-Local Partnership Program Funder Report

Download your funder report from the California Cultural Data Project website

<http://www.caculturaldata.org/about.aspx>

Regranting Guidelines and Grantee List(s): A copy for each regranting program.

Cultural Diversity Policy: Attach a copy of your agency's Cultural Diversity Policy. If a policy has not yet been established, complete Section E to explain your policies and/or procedures and timeline for developing one.

Annual Strategic Plan

Annual Strategic Plan/Executive Summary: If a plan has not yet been established, complete Section E to explain your policies and/or procedures and timeline for developing one.

Letters of Support: Optional (limit of three). Letters of Support should substantiate the quality of the organization, its programs and services.

Articles and Reviews: Optional (limit of three). Applicants may submit articles or reviews that show the quality of the organization's activities and its role in the community.

Audio/Visual Documentation

Optional. Audio/visual materials may be included if they are relevant to the funding request and/or reflect the organization's activities. List samples in the Work Samples Log Sheet. Follow application instructions for uploading audio/visual materials. The review panel will view up to five minutes of work samples per applicant.

Certification

The certification section of the application must be completed by an authorized board member or designated organizational representative.